

# ADMINISTRATIVE PROCEDURES

JN

**STUDENTS  
AWARDS AND SCHOLARSHIPS  
SCHOLARSHIPS**

**MARCH 12, 2018  
LETTER JACKETS, LETTER AWARDS AND  
June 17, 2024**

## **Varsity Letters**

~~Each coach will inform team members of the requirements and standards for earning a varsity letter in that sport. Varsity letters given by the school will be awarded to students who have met the established qualifications. An athlete who completes three full seasons of athletic experience in a particular sport but does not qualify for a letter in any of those three seasons will be granted a varsity letter at the end of the third season. The awarding of a varsity letter in this manner is intended to recognize those student athletes who regularly attend practice, but whose skills and abilities may not earn the varsity letter based solely on the criteria of the coach. The method of presenting varsity letters in each sport will be at the discretion of each head coach.~~

### **A. LETTER JACKETS**

1. Letter jackets are also known as varsity jackets.
2. A student awarded an academic, activity, and/or athletics letter award may purchase a letter jacket.
3. A student who is awarded an academic or activity letter will have the words "Livonia Churchill", "Livonia Franklin", or "Livonia Stevenson" written in cursive on the back of the letter jacket as means to represent the school in which the student is enrolled.
4. A student who is awarded an athletics letter will have the words "Churchill Varsity", "Franklin Varsity", or "Stevenson Varsity" written in cursive on the back of the letter jacket as means to represent the school in which the student is enrolled.

### **B. LETTER AWARDS**

1. Livonia Public Schools has three types of letter awards that a student may earn and attach to the student's letter jacket.
  - a. Academic Letter
    - I. Awarded to a student who earns a 3.5 or higher grade point average in four semesters.
    - II. The word "ACADEMIC" will be stitched into the letter.
  - a. Activity Letter
    - I. Awarded to a student who meets or exceeds the pre-approved criteria of a school approved club activity.
    - II. The word "ACTIVITY" or the official name of the activity will be stitched into the letter as determined by the Student Activities Director and school principal,

c. Athletics Letter

- I. Awarded to a student athlete who meets or exceeds the pre-approved criteria of a Board of Education approved athletics team with a varsity level designation and/or requirements set forth in Board Policy JN.
- II. Awarded to a student athlete who meets or exceeds the pre-approved criteria of a club athletic team and/or requirements set forth in Board Policy JN.
- III. The athletic letter is left blank with no words stitched into it.

C. LETTER AWARDS DESIGNS

1. Livonia Public Schools will have one letter award design for each of the high schools: Churchill High School, Franklin High School, and Stevenson High School.
2. Churchill High School will use the block "C" design.
3. Franklin High School will use the block "F" design.
4. Stevenson High School will use the block "S" design.
5. Each block letter design must be approved by the school's principal with support by the Director of Secondary Programs.

Additional information available through each high school's athletic department